

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**January 18, 2017
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 18, 2017 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Myrna R. Whitworth, Chair; David F. Bufter, Vice Chair; Debra S. Borden; Nick Diaz; Gary V. Fearnow; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Marshall Botkin, Chair, Faculty Association; Jack Jenkins, Chair, Support Personnel Association; Dr. Jacob Ashby, representing the Administrative Staff Association; John-Paul LeGare, President, Student Government Association; Dana McDonald, Vice President (VP) for Finance and Human Resources; Dr. Wayne Barbour, VP for Learning Support; Dr. Tony Hawkins, Provost/VP for Academic Affairs; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); John Anzinger, Director of Facilities Planning; William Grutzkuhn, Associate Vice President (AVP) for Fiscal Services; Dr. Molly Carlson, Academic Program Manager, Arts and Sciences; Laura Mears, AVP, Enrollment Services; Maryrose Wilson, AVP for Human Resources; Patricia Meyer, Executive Director of Workforce Training; Danielle Stoffer, Program Manager, Healthcare Careers; Dr. Gohar Farahani, Executive Director of Assessment and Research; Leslie Puzio, Coordinator, Deaf and Hard of Hearing Services; Stephanie Hurd, Business Development Manager; Christopher Sasse, Director of College Safety and Security; Deborah Powell,

Executive Director, Office of Institutional Advancement; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Myrna Whitworth at 7:01 p.m. The Chair recognized the Affinity Group representatives and others present. She welcomed the presence of Mr. Tom Lynch, who has been appointed by the Governor to fill the remainder of the term of former Trustee Timothy Wesolek (July 1, 2015 to June 30, 2020). Mr. Lynch will participate in meetings after he is sworn in by the Clerk of the Circuit Court.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the November 16, 2016 board conversation and regular meeting of the board.

On a motion made by Trustee Wilson and seconded by Trustee Borden, the Board unanimously approved the minutes, as presented.

PRESIDENT'S MONTHLY REPORT

President Burmaster gave highlights from her written report, which the Board members received in their meeting packets. Also included in the President's written report was the CIP Construction Projects Update. She noted the 29 faculty and staff and one student who attended the Maryland Association of Community Colleges 7th Annual Summit on Completion on December 2 at the Community College of Baltimore County. President Burmaster commented that the new partnership between FCC and the Maryland State Department of Education to offer online courses at the Victor Cullen Center is the only one of its kind in the state. She commended Elizabeth Duffy and Andrew McClain for their work in the dual enrollment program. She then noted that FCC is one of three

community colleges in Maryland to benefit from a \$5.6 million grant from the America's Promise Job-Driven grant program, which will provide training and support services to students seeking employment in the information technology and cybersecurity fields.

President Burmaster closed by expressing excitement for Spring Convocation tomorrow.

INFORMATION/DISCUSSION ITEMS

Institutional Effectiveness Report for Fiscal Year 2016 – SA Boyd presented this item. He overviewed the structure of the report which highlights planning, budgeting, and assessment activities across the College that are formally measured, documented, and confirmed through six general processes: Middle States Commission on Higher Education regional accreditation; federal and state reporting; academic program review; course level assessment; non-academic program review; and the 2015-2016 annual strategic priorities set by the Board of Trustees. This report will be prepared and submitted to the Board of Trustees for information annually in November and posted on the College website. A copy of the report is available from the President's Office.

Board Chair Whitworth thanked everyone for their work and noted that it is very helpful to document outcomes in one report.

This item was presented for information only – no action was taken or requested.

Strategic Advisory Team Progress Report – President Burmaster introduced the Strategic Advisory Team (SAT) workgroup summaries. The SAT is a volunteer, cross-functional team of workgroups open to all College employees. Its purpose is to support the implementation of the annual strategic priorities set by the Board of Trustees. The report provides an update on the identification of and progress on measurable outcomes to accomplish the annual strategic priorities.

SAT members overviewed their summaries for each of the annual strategic priorities established by the Board of Trustees at their July 2016 retreat: Annual Strategic Priority A – design guided pathways for degrees, certificates, continuing education, and workforce development that maximize student access, student support, and affordability by Co-Chair Dr. Jacob Ashby; Annual Strategic Priority B – develop a vision and a long range plan for College facilities that focuses on preventive maintenance and upgrading the College infrastructure to support teaching, learning, student success, and affordability by Chair John Anzinger; Annual Strategic Priority C – develop an enrollment management plan that grows revenue by at least 2% in order to mitigate tuition increases by Chair Dr. Molly Carlson; Annual Strategic Priority D – empower leadership throughout the College community which promotes continuous institutional improvement and professional development and strengthen the participation of affinity groups, SGA, and the Senate in operational practices in support of the achievement of the annual strategic priorities by Co-Chairs Laura Mears and Maryrose Wilson; Annual Strategic Priority E – position FCC as a primary provider of workforce education and career pathways to employment in Frederick County by Chair Patricia Meyer and workgroup member Danielle Stoffer; and Annual Strategic Priority F – build on the successful 2016 Middle States Accreditation Report by responding to its recommendations and by assimilating the recently updated College policies and procedures into the culture and operation of the College by Chair Dr. Gohar Farahani, workgroup member Leslie Puzio, and SA Boyd. A copy of the report is available from the President’s Office.

The Trustees commended the SAT members for the work accomplished so far on addressing the annual strategic priorities.

This item was presented for information only – no action was taken or requested.

CEWD Contract Training Review – Patricia Meyer, Executive Director of Workforce Training, and Stephanie Hurd, Business Development Manager, presented this item. They detailed the report which provided a summary of CEWD Contract Training for FY 2016 and a mid-year snapshot of FY 2017. While FY 2016 contract training revenue declined by 3% from FY 2015, the revenue picture is steady and anticipated to increase by 5% FY 2017. Subset data was provided for Business Solutions, which was renamed from Customized Training in July 2015. From FY 2014 to FY 2016, Business Solutions enrollment grew from 317 to 512; revenue from \$18,830.35 to \$67,339.19; and number of contract classes from 17 to 36. Business Solutions experienced 7% growth from FY 2015 to FY 2016 and is anticipating double in revenue from FY 2016 to FY 2017 based on closed contracts fiscal year to-date and training under contract for the remainder of the fiscal year. Ms. Hurd stated that she is looking to grow the program and increase relationships with major employers. A copy of the report is available from the President's Office.

This item was presented for information only – no action was taken or requested.

Quarterly Financial Report for Period Ending December 31, 2016 – William Grutzkuhn, AVP for Fiscal Services, presented this item. He went through the report in detail with the Board. A copy of the report is available from the President's Office.

This item was presented for information only – no action was taken or requested.

Single Audit Report for Period Ending June 30, 2016 – AVP Grutzkuhn presented this item. The Single Audit is conducted to ensure that the College has complied with the types of compliance requirements that are applicable to each of its major federal programs for the year ended June 30, 2016. He stated the auditor's opinion is that Frederick

Community College complied, in all material respects, with the requirements that are applicable to each of its major federal programs for the year ended June 30, 2016.

This item was presented for information only – no action was taken or requested.

ACTION ITEMS

Approval of Frederick Community College Facilities Master Plan 2017 – 2022 –

John Anzinger, Director of Facilities Planning, presented this item. The State of Maryland requires all community colleges to develop a Facilities Master Plan (FMP) which supports the institution's role and mission and to submit an updated FMP every five years. A summary of the updates to the FMP was presented to the Board of Trustees for information at the November 16, 2016 meeting. The FMP reflects the College focus to revitalize and repurpose its existing resources in order to provide more sustainable solutions to its facility needs.

Mr. Anzinger recommended approval of the Frederick Community College Facilities Master Plan 2017-2022.

On a motion made by Trustee Bufter and seconded by Trustee Diaz, the Board unanimously approved the Frederick Community College Facilities Master Plan 2017-2022, as presented.

Approval of Emergency Procurement – Piggyback Contract with Simplex Grinnell in the amount of \$29,997.00 for Fire Suppression System Replacement in the Children's Center; NJPA Contract #031913-SGL – VP McDonald presented this item. Repairs were made to the most deteriorated portions of the attic sprinkler system in the Children's Center due to pipe corrosion after an inspection discovered leaks in spring 2016. This portion of the fire suppression sprinkler system that protects the attic area of the building

is a 'dry' system since the piping is above the insulated ceiling area and exposed to the outside temperatures. Following these repairs, the attic system failed with new leaks in the older portion of the piping that had not been replaced. It was then recommended that the entire attic system was in need of replacement. A quote was received from SimplexGrinnell in the amount of \$29,997 on November 17, 2016 and was based on the piggyback of a National Joint Powers Alliance (NJPA) contract. The quote was received too late to be approved at the November Board of Trustees meeting.

Because of the life safety concerns created by the lack of a functioning sprinkler system, it was urgent to have this repair completed as soon as possible and the closure of campus over the winter break was the best time to make the necessary repairs. The purchase was made on November 23, 2016 pursuant to Code of Maryland Regulations (COMAR), Title 21, State Procurement Regulations. This agenda item was forwarded to the Board in accordance with COMAR on January 6, 2017.

VP McDonald recommended approval of the action to make an emergency procurement to repair the attic sprinkler system in the Children's Center in the amount of \$29,997, as presented.

On a motion made by Trustee Wilson and seconded by Trustee Diaz, the Board unanimously approved the emergency procurement, as presented.

Approval of Award Recommendation – RFP #17-FP-04 Construction Services for the Monroe Center Welding Lab Fume Extraction System to Stoner Industrial in the amount of \$228,951.00 – COO Wichser presented this item. The College requested bids from qualified contractors to provide construction services for the Monroe

Center Welding Lab Fume Extraction System project. The relocation of the lab is a required part of the Monroe Center renovation. The equipment is intended to fully replace the existing fume extraction equipment. The scope includes the design, furnishing and installation of a fully functional, turnkey centralized fume extraction system.

Notices for the Request for Bids (RFB) were advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference and walk-thru was held to review the project scope of work with potential bidders, address questions from bidders, and tour the proposed project jobsite. Three (3) general contractor companies attended the pre-bid conference. Sealed bids were received, publicly opened and read, with representatives from the bidding firms present. Bid package proposals were received from three (3) responsive firms.

Stoner Industrial was the low responsive bidder, with a total bid price of \$228,951.00.

COO Wichser recommended approval to award RFB #17-FP-04 to Stoner Industrial.

On a motion made by Trustee Wilson and seconded by Trustee Borden, the Board unanimously approved to award the contract for the Monroe Center welding lab fume extraction system to Stoner Industrial, as presented.

Approval of Award Recommendation – RFP# 17-IT-01 Athletics Center Sound System Renovation to AVI/SPL in the amount of \$60,128.27 – SA Boyd presented this item. The College requested bids from qualified companies to obtain the lowest cost for renovation of the Athletics Center sound system.

A Request for Proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. The College received three (3) proposals. After evaluating the technical and price proposals, it was determined that AVI/SPL was the most qualified and would provide the best value for the College.

SA Boyd recommended approval to award RFP#17-IT-01 to AVI/SPL in the amount of \$60,128.27.

On a motion made by Trustee Bufter and seconded by Trustee Fearnow, the Board unanimously approved to award the contract for the Athletics Center sound system renovation to AVI/SPL, as presented.

Approval of Use of Facilities Standard Fee Schedule – COO Wichser presented this item. The Board of Trustees approved the new Use of Facilities Policy and Procedures on March 16, 2016. The Standard Fee Schedule was revised in spring of 2016 and approved by the Board of Trustees on June 15, 2016.

A recent review of the revenue being generated for rental of the baseball field found that the College is not generating enough revenue to support the investment. Rental fees for the baseball field were originally established in 2014 when the new turf was installed, to help offset the cost of maintenance as well as repairs to the new artificial turf. As a means of increasing revenue, Athletics proposed increasing advertising, bookings, and some of the rates charged for rental of the baseball field. The revised Standard Fee Schedule reflects the following rate increases for baseball field rental fees: per game for non-Frederick County teams from \$250 to \$300; one-day showcase from \$500 to \$750; and hourly rate per practice from \$75 to \$100. These rates are in line with what some peer institutions charge for their athletic field rentals.

COO Wichser recommended approval of the revised Use of Facilities Standard Fee Schedule, as presented.

On a motion made by Trustee Wilson and seconded by Trustee Bufter, the Board unanimously approved the revised Use of Facilities Standard Fee Schedule, as presented.

Approval of Behavioral Evaluation and Response Team Policy and Procedures – VP Barbour presented this item. The Behavioral Evaluation and Response Team Policy and Procedures was developed for evaluating and responding to reports of student behavior of concern and reflects the College commitment to having a safe environment to ensure the well-being of all students, employees, visitors, and guests. This Policy and Procedures defines the composition of the Behavioral Evaluation and Response Team (“BERT”) and expectations of its members, the role of the BERT Chair, and procedures for reporting and responding to behavior of concern.

VP Barbour recommended approval of the Behavioral Evaluation and Response Team Policy and Procedures, as presented.

On a motion made by Trustee Bufter and seconded by Trustee Wilson, the Board unanimously approved the Behavioral Evaluation and Response Team Policy and Procedures, as presented.

Repeal of Procedure Replaced by Behavioral Evaluation and Response Team Policy and Procedures: Procedure 5.11b – VP Barbour presented this item. The following procedure has been replaced with the adoption of the new Behavioral Evaluation and Response Team Policy and Procedures: Procedure 5.11b – Behavior Evaluation and Response Team.

VP Barbour recommended repeal of this procedure.

On a motion made by Trustee Borden and seconded by Trustee Diaz, the Board unanimously approved the repeal of Procedure 5.11b.

Approval of College Transportation Services Policy and Procedures – Christopher Sasse, Director of College Safety and Security, presented this item. The College Transportation Services Policy and Procedures is newly developed to standardize procedures College-wide. FCC supports transportation services for College travel associated with academic and co-curricular learning and activities. This Policy and Procedures applies to College travel which has been budgeted and approved for the use of College transportation services. Travel must be planned in advance in order to secure the most economical mode of transportation and to minimize interference with other scheduled activities. The new Policy and Procedures provides clarity and procedures for requesting College transportation services, defines the role and responsibilities of the Communications Operator and the trip leader, and establishes the requirements for anyone utilizing the College transportation services as well as the forms that must be submitted.

Director Sasse recommended approval of the College Transportation Services Policy and Procedures, as presented.

On a motion made by Trustee Bufter and seconded by Trustee Diaz, the Board unanimously approved the College Transportation Services Policy and Procedures, as presented.

Repeal of Policy Replaced by College Transportation Services Policy and Procedures: Policy 4.14 – Director Sasse presented this item. The following policy has been replaced with the adoption of the new College Transportation Services Policy and Procedures: Policy 4.14 – Field Trips.

Director Sasse recommended repeal of this policy.

On a motion made by Trustee Fearnow and seconded by Trustee Diaz, the Board unanimously approved the repeal of Policy 4.14.

Approval of FY 2018 Sabbatical Requests – VP Hawkins presented this item. For FY 2018, a total of four applications for sabbatical leave were received for consideration. A committee made of department chairs and the AVPs of Academic Affairs was convened to review the merits of each proposal. As a result of that meeting, two applications for sabbatical leave met the criteria established and were recommended to the Senior Leadership Team.

The recommended applicants are Ken Kerr, Ed.D., English – half year (full pay) and Erum Marfani, Mathematics – half year (full pay). The cost to cover a half-year sabbatical applicant’s teaching assignment for FY 2018 is \$12,853 per applicant (based on an adjunct rate of \$796 per credit and 7.65% FICA). Taken together, the cost to cover the two, half-year sabbaticals is \$25,706.

VP Hawkins recommended Board approval of the FY 2018 Sabbatical Requests.

On a motion made by Trustee Wilson and seconded by Trustee Borden, the Board unanimously approved the FY 2018 Sabbatical Requests, as presented.

Approval of Proposals for A.A.S. – Hospitality Management (new) and Certificate in Hospitality Management (revised) – Patricia Meyer, Executive Director of Workforce Training, presented this item. The curriculum committee reviewed and approved proposals for a revised 29 credit Certificate in Hospitality Management and a new 60 credit A.A.S. degree in Hospitality Management.

The Hospitality Management Certificate prepares students to work as entry-level, supervisory positions in the hospitality industry. Students will develop knowledge and marketable skills in the areas of guest services, employee management, communication, hospitality operations, event management, and business analysis.

The Hospitality Management A.A.S. prepares students as trained hospitality professionals in a variety of hospitality sectors including hotels, resorts, clubs, restaurants, convention centers, and tourism related businesses. The program is designed to ensure that students will learn the practical skills needed to excel in the hospitality industry in areas such as tourism, lodging, food and beverage, and event planning. Students will be required to have both in-class and out-of-class experience, demonstrating their knowledge through capstone projects and internship participation. This degree program is designed for students who do not currently hold a degree and are seeking to either work immediately in the hospitality sector or continue on to a four-year institution. Upon completion of the program, students are immediately eligible to apply for certification as a Certified Guest Service Professional® (CGSP®) from the American Hotel and Lodging Educational Institute (AHLEI). With additional experience, graduates can advance to managerial positions and may be eligible to apply for certification as a Certified Hospitality Supervisor® (CHS®) from AHLEI.

Articulation agreements are being developed with the University of Maryland Eastern Shore (UMES), UMES at Shady Grove, and UMES at Hagerstown. The agreements will allow seamless transfer into UMES' Bachelors of Science in Hospitality and Tourism Management program with junior status.

Executive Director Meyer recommended approval of the proposals, as presented.

On a motion made by Trustee Borden and seconded by Trustee Bufter, the Board unanimously approved the creation of the Associate of Applied Science in Hospitality Management and revision of the Certificate in Hospitality Management, as presented.

Approval of Revisions to Agreement between Frederick Community College and the FCC Foundation, Inc. – Deborah Powell, Executive Director, Office of Institutional Advancement, presented this item. The existing Agreement between the College and the Frederick Community College Foundation, Inc. (the “Foundation”) was approved by the Board of Trustees at their October 21, 2015 meeting. The proposed agreement adds a provision for the Foundation Board of Directors to annually determine a dollar amount of unrestricted funds to be transferred to the College for each upcoming fiscal year. This transfer will offset the College operational costs for the Foundation and reduce the College in-kind contributions to the Foundation. The Foundation Board of Directors approved of this revision by way of Unanimous Written Consent. President Burmaster noted that the Foundation Board has already transferred enough funds to cover the operating expenses for the Office of Institutional Advancement this fiscal year, excluding salary and benefits. She thanked Trustee Fearnow, liaison to the Foundation Board, for his work on this.

Executive Director Powell recommended approval of the revisions to the Agreement between Frederick Community College and the FCC Foundation, Inc., as presented.

On a motion made by Trustee Wilson and seconded by Trustee Fearnow, the Board unanimously approved the revisions to the Agreement between Frederick Community College and the FCC Foundation, Inc., as presented.

TRUSTEE COMMENTS

The Trustees commended the content and quality of the presentations this evening.

ADJOURNMENT

The regular meeting adjourned at 8:28 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, February 15, 2017 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

**Elizabeth Burmaster
Secretary/Treasurer**

**Prepared by Kari Melvin
Office of the President
Frederick Community College**